

Date: 2/03/2020

**CONSTRUCTION STATEMENT OF WORK**

**Project Name:** Taylor Elevator Modernization  
**Project Number:** 537-19-101

**Place of Performance:** Jesse Brown VA Medical Center  
Building 11A – Taylor Pavilion  
820 S. Damen Ave  
Chicago IL 60612

**Part 1: Project Scope of Work Overview:**

Contractor shall provide all tools, materials, components, labor and supervision to modernize obsolete passenger and freight elevator at Taylor Pavilion, Jesse Brown VA Medical Center. See Part 3 for a full description of the scope.

**Part 2: Period of Performance (POP) and Project Construction Cost Magnitude:**

Complete all work including submittals, reviews and quality control within the calendar days from Notice to Proceed (NTP) as shown below.

| CONSTRUCTION PERIOD OF PERFORMANCE (CALENDAR DAYS AFTER NTP)   |                            |           |                      |
|--|----------------------------|-----------|----------------------|
| Level Complete   | Calendar Days for the Work | VA Review | Total days after NTP |
| Kick-off Meeting Submittals                                    | 7                          | 7         | 14                   |
| Pre-Construction Submittals Approvals and Material Procurement | 30                         | *         | 44                   |
| Pre-Construction Conference                                    | 1                          |           | 45                   |
| Mobilization and Performance of the Work                       | 365                        |           | 410                  |
| Closeout Submittals and Acceptance                             | 14                         | 21        | 445                  |

\* See Part 4 Item 2

Accommodate the Period of Performance by including accelerated equipment delivery costs as well as adjusting crew sizes.

**Part 3: Detailed Project Scope of Work:**

The contractor shall meet all the requirements of the following construction documents:

1. 537-19-101 Elevator Modernization Drawings
2. 537-19-101 Elevator Modernization Project Manual

The Contractor shall not contact the Designer of Record directly. Requests for information shall be submitted to the COR.

**Construction Progress Meetings:**

The Contractor’s Site Superintendent shall provide bi-weekly telephone conference construction progress meetings with the COR for the entire period of performance.

1. Subcontractors are not required to attend.

2. Include minutes of the meeting and issue not later than three days after the meeting. Both PDF and Word/Excel format.
3. Construction progress meetings minutes shall contain: list of attendees, list any issues or concerns, percentage of completion, indicate days remaining per the contract, current contract amount, total payment to date, detail any safety incidents, RFI log, Shop Drawing Log, detailed 2-week look ahead and shutdown schedule.

The Contractor' Superintendent shall schedule 50%, 75% and 95% walk through inspection with the VA COR. The VA COR will coordinate with the VA Maintenance and Operations team and all VA staff required to attend.

**Daily Report:**

The Contractor shall furnish to the COR, for each workday, a consolidated report for the preceding workday. Reporting shall begin from date of contractor mobilization until the date of final acceptance except for authorized holidays. VA Form 10101, Contractor Production Report shall be signed, dated and submitted by the Contractor superintendent. Each report shall include and specifically identify at least one safety topic germane to the jobsite that day.

**Part 4: Submittals and Milestone Deliverables:**

1. Kick-off meeting required documentation
  - a. The contractor project manager and superintendent shall attend to a meeting with Contracting and VA COR to discuss the project details.
  - b. Submit a detailed schedule of values showing subcontract amounts and not less than one construction activity or trade per subcontract. The approved schedule of values will be used as the basis for payment.
  - c. Submit Resumes of all required prime contractor key field staff for VA approval. See Requirements on Project Specifications.
  - d. Submit a list of all contractors and subcontractors: company names, office address and main point of contact name with telephone number.
  - e. Provide a comprehensive submittal log grouping submittals per phase of work and identifying long lead procurement items.
  - f. Submit scanned copy of key field staff OSHA construction safety training certificates.
  - g. Submit copies of all required state license and registrations. See Requirements on Project Specifications and Part 5.
2. Pre-Construction Submittals and Pre-Construction Conference
  - a. Allow 14 calendar days for VA review of each submittal. Rejected submittals shall be resubmitted within 5 calendar days.
  - b. Submit a detailed construction schedule meeting the requirements of the contract and project specifications and showing the proposed sequence of work. In addition, include any expected system shutdowns.
  - c. Division 1 and all other submittals required prior the beginning of construction activities shall be reviewed and approved by the VA prior to the pre-construction meeting.
  - d. The Contractor shall provide all submittals by email to the COR.
3. Mobilization Including Performance of the Work
  - a. Contractor shall not mobilize on site until all required submittals are reviewed and accepted by the VA and all the Pre-Construction requirements are met.

- b. Contractor shall not start the work in any area of the campus without VA COR approval.
  - c. Post and maintain emergency contact information, VA's Infection Control Risk Assessment and other information required by the COR, on the wall at all entry points to the worksite.
4. Acceptance and Close Out
- a. At 75% construction complete or as noted on the construction project schedule, notify the CO and COR. Provide the following:
    - i. List of items that are incomplete / incorrect. This list of incomplete / incorrect items will allow the Project Team to understand what work remains so that construction inspection findings are not incorrectly identified as a deficiency.
  - b. Submit statement that the Work is Substantial Complete
    - i. At Substantial Completion (90%), the Contractor shall notify the CO and COR in writing that work is substantially complete, and the Contractor has completed their quality control measures.
  - c. The final construction inspection and the related work corrections shall be completed before the end of the period of performance.
  - d. The Contractor shall demonstrate the operation of the system(s).
    - i. Newly installed piping system components shall be flushed prior to being placed in service. Contractor shall submit a letter certifying this task has been performed.
    - ii. Schedule the demonstration with the COR, 7 days in advance
    - iii. One demonstration of the correct operation of the system is required. Coordinate for during the day, however if staff and patients are impacted by the demonstration then it shall be scheduled at night or on the weekend.
    - iv. If the demonstration does not show expected operation, the Contractor shall make required system adjustments and reschedule and retest.
    - v. This demonstration is not to be combined with the System Training and Functional Performance Testing.
  - e. Close Out Records: Provide three printed sets and three compact discs with electronic files of the following:
    - i. The Contractor shall provide an itemized spreadsheet table with all installed equipment and parts. The table shall include but no be limited to manufacturer, model number, serial, number, location (building and room number), tag number, capacity, setting, pressure, flow, voltage, amperage, etc.
    - ii. Approved product data sheets
    - iii. Operations and Maintenance Manuals (all cut sheets must have the installed product highlighted)
    - iv. Spare parts listing

**Part 5: Applicable Performance Standards**

All work shall comply with:

1. All Contract and VA Policies including and not limited to: VA Construction Safety and VA Infection Control Policies.
2. All applicable federal, state, local, and VA Codes, Standards and Executive Orders including but not limited to:

ASME A17.1-2013 - Safety Code for Elevators and Escalator  
International Existing Building Code  
NFPA 1 - Fire Code  
NFPA 70 - National Electrical Code / Chicago Electrical Code Hospital Emergency System  
NFPA 72 - National Fire Alarm and Signaling Code  
NFPA 101 - Life Safety Code

3. Contractor and Subcontractor key field staff shall have completed the 30 Hour OSHA Construction Safety Training program.
4. The Prime Contractor shall always have a Competent Superintendent on site when any worker(s) or sub-contractors are present.
5. Individuals working on any electrical systems rated 50 volts or more shall have the minimum qualification as a State Licensed Master Electrician or Registered Journeyman Electrician, all activities shall follow the safe work practices in compliance with NFPA 70E Electrical Safety in the Workplace.
6. All work will be provided with 1-year parts and labor guarantee from date of acceptance by the VA.

#### **Part 6: Jesse Brown VAMC Requirements**

1. General:
  - a. Approval to mobilize shall be in writing by the Jesse Brown project manager.
  - b. Project number and the contract number in the subject line of all emails.
  - c. Comply with all Jesse Brown VAMC site-specific requirements and SOPs, including, and not limited to: Key Policy, Badging Policy, Rules of Behavior, and Smoking Policy.
  - d. Provide recycling and receipts from the salvage / deposal service in compliance with VA's GEMS.
  - e. No music radios. Two-way communications radios are allowed where broadcast frequency is approved by COR.
2. Work Hours Restrictions:
  - a. Normal construction work hours are Monday through Friday 7:00AM to 3:00PM.
  - b. Normal work hours can only be modified with written approval of the VA CO.
  - c. No work by the Contractor on Federal Holidays, and no work on the weekend when the Federal Holiday is on the respective Monday or Friday.
  - d. Any work including, but not limited to: Noise, vibration, dust, odors, core drilling, hammer-drilling, saw-cutting, equipment moving in public corridors, or similar noise-producing activities adjacent to a patient room (floor above and below included) shall be performed when such room is unoccupied.
  - e. Crane lifts, any work that closes drive isles, closes building entries or closes public corridors shall be during low patient time and performed Sundays.
3. Site Access:
  - a. Before starting work at each site, the Contractor shall give 7-day notice to the COR so that access security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section. VA will not issue constructions keys.
  - b. The Contractor shall check in (in person) with the Ogden Security Desk which is located on the Ogden Entrance main lobby for any work and site visit. Contractor shall present their ID to get a Vendor's Day Pass.

- c. The Contractor shall check in (in person) with the Administrative Officer of the Day (AOD) which is in Patient Admitting for any work between 6:00 PM to 6:00 AM, Monday through Friday and any time on weekends. Provide the name and cell number of the on-site supervisor to the AOD. At the completion of the work day, check out with the AOD.

#### 4. Demolition

Remove and turn over to the VA existing elevator parts listed below. Contractor shall perform removal of board with gloves and antistatic bags to avoid electrostatic damage to the existing elevator parts. VA will provide the antistatic bags. Parts shall be delivered to the Bed Tower Penthouse.

POWER SUPPLY CONNECT BOARD

TIMER BOARDS

I/O INTERFACE BOARD

PROM BOARD

CPU BOARD

GF RELAY

WYE STARTER

DELTA STARTER

WYE/DELTA CONNECTOR

VARIOUS CUBE RELAYS

HALL DOOR LATCH (TWO (2) LH DOOR LATCHES / TWO (2) RH DOOR LATCHES)

DOOR OPERATORS (TWO (2) LH AND TWO (2) RH DOOR OPERATORS.

TWO CAR DOORS (LH/RH)

TWO HALL DOOR SETS, CENTER OPENING

ALL BOARDS TO BE PLACED IN ANTI-STATIC BAGS. JBVAMC WILL PROVIDE.

ALL FUSES

#### 5. Shutdowns

- a. All building systems will always be maintained in full operation.
- b. Request system shutdowns in writing not less than 7 calendar days in advance.
- c. System shutdown work shall be during low patient demand times performed starting Saturday 10PM to Sunday 3AM.

#### 6. Safety and Security:

- a. The Contractor shall submit a project specific Safety Plan per Project Specification Manual. Contractor shall provide mitigating activities as outlined in the Project Risk Assessment for Safety and Interim Life Safety Measures including but not less than the following:
  - i. Fire extinguishers, pedestal mounted in the area of work.
  - ii. Provide uniform heat detection in the area of work, connected to the existing supervised building master fire alarm system, for the duration of the work whenever the: Ceiling tiles are removed, or sprinkler system is disabled.
  - iii. Fire-seal all penetrations through any wall or floor with UL Listed fire-rated materials or assemblies manufactured for the purpose.
- b. No on-site office is allowed. Minimum on-site storage/staging will be allowed at Building 11A: 6<sup>th</sup> and 7<sup>th</sup> floor elevator lobby. The area shall be enclosed with temporary rigid walls meeting all infection control and life safety requirements. Provide 'just-in-time delivery and pickup'. Provide the VA COR a detailed Infection Control Plan showing storage/staging layout for VA approval.

- c. No photography of VA premises is allowed without written permission of the COR.
  - d. VA reserves the right to close or shut down the project site and ask Contractor's employees to leave the premises in the event of an emergency, or operational requirement. The Contractor may return to the site only with the written approval of the CO.
  - e. Immediately stop work and notify the CO if asbestos is noticed or suspected in the area of work.
7. Deliveries, Parking, Elevators:
- a. Deliveries allowed at the Taylor Street dock 6PM to 10PM. Move materials and tools to the approved staging/storage area immediately after delivery. Coordinated with COR minimum 4 days prior to the delivery date.
  - b. At time of delivery: provide vehicle information to the COR and remove the vehicle as soon as delivery is complete.
  - c. No on-site parking or parking in the VA garage. Utilize street parking or other parking structures such as the Cook County Juvenile Parking Garage at their daily rate. The existing JBVAMC parking garage is at capacity and reserved for patients and staff.
  - d. Do not move materials and employees in passenger elevators unless written approval by COR.
8. Infection Control: The Contractor shall submit a project specific detailed Infection Control Plan / Dust Control Plan and provide mitigation activities as outlined in the Project Specifications including but not limited to:
- a. Walk off dust mats, inside and outside all entry / exit points to the workspace, changed not less than daily or more as required by the VA COR.
  - b. Block off all HVAC return ductwork and louvers so not to introduce dust into the HVAC system.
  - c. No trash, used packaging, or construction spoils shall be stored on site. Remove each day using covered gondolas.
  - d. Broom sweep all entry / exit points to the workspace at the end of each day. Provide HEPA vacuum and mop daily.
9. All field staff is subject to removal by the Contracting Officer for non-compliance with requirements specified in the contract and for failure to manage the project to insure timely completion. Furthermore, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders is acceptable as the subject of claim for extension of time for excess costs or damages by the Contractor.